

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
|---|---------------------------|--------------|----------------|
| UNCLASSIFIED | | CONFIDENTIAL | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | INITIALS | DATE |
| 1 | Deputy Director (Support) | W/RBF | 12/18 |
| 2 | 7 D 26 | | |
| 3 | Director of Personnel | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| ACTION | | DIRECT REPLY | PREPARE REPLY |
| APPROVAL | | DISPATCH | RECOMMENDATION |
| COMMENT | | FILE | RETURN |
| CONCURRENCE | | INFORMATION | SIGNATURE |
| Remarks: h/w note by RBF: "1 - 3: Please prepare the survey report requested and forward to this office by 21 January. Unless there are inequities which require adjustment, this ought to settle this particular subject for a while." | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| Lyman B. Kirkpatrick, 7D59, [] | | | 14 Dec |

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ER 62 9183

13 December 1962

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Consolidation of the Agency's Visual Aids/Graphics Services

1. My earlier memorandum on this subject, sent to the Deputy Directors, received answers in each instance to the effect that consolidation of all visual aids and graphics units would neither be practical nor more efficient.

2. I am willing to accept at this time that an administrative consolidation should not be carried out, but I do believe that we would be remiss not to dig into the situation a little deeper. Therefore, I suggest that we make a survey, as set forth below, of the various visual aids and graphics units within the Agency. I suggest that the Office of Personnel take a look at each visual aids and graphics unit to ascertain:

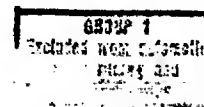
a. If the GS ratings among all units are equal for similar skills. If there are inequities, where are they?

b. Does each unit have a full-time supervisor or a part-time supervisor and how does his GS rating compare with supervisors in other visual aids/graphics units?

c. Is any particular shop especially overworked or underworked? Do any or all of the shops pay overtime and how much? Do any of the shops have a regular peak load at a particular time of the day and a slack period at another time.

d. What are the chances for promotion for the technicians in each unit and for the supervisors? Do the technicians and supervisors now consider that their career is within the particular unit they are now in? Does a morale problem exist in any of the units as a result of this decentralization? If so, would occasional rotation of individuals help?

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g. Do any of the units farm out their work to other units or seek specialized help in another unit? Is any unit receiving outside requests for work from offices having a visual aids/graphics unit?

Lyman B. Kirkpatrick
Executive Director

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